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**Transmitted via Email**

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MINNESOTA BULLETIN NO. 360-5-7

SUBJECT: PER – EMPLOYEE PERSONAL PAGE (EPP)

Purpose. To inform all employees that Employee Express has been replaced with the Employee Personal Page (EPP) and that the processing of certain payroll/personnel actions through EPP is still mandatory.

Expiration Date. September 30, 2005.

The Department of Agriculture (USDA) is pleased to announce the newly enhanced self-service features of the National Finance Center's web-based **Employee Personal Page (EPP)**. Also, because these new EPP features provide a wealth of information from a single-source, NFC will discontinue participation in the Office of Personnel Management's Employee Express Self-Service System effective October 1, 2004. USDA employees visiting the Employee Express website after October 1, 2004, will be re-directed to EPP.

All payroll and previous personnel self-service activities for USDA employees will be provided through EPP at <https://www.nfc.usda.gov/personal/index2.asp>. With EPP you can:

- Save time by accessing information at your convenience.
- Amend and update your personal information, 24 hours per day, 7 days per week.
- View and validate the accuracy of your personal information.
- Eliminate paper, if you choose the paperless option for services, including employee benefits statements.

Employees who have not signed up to access EPP, can visit the website and follow the instructions for "New User" to obtain a Personal Identification Number (PIN) via mail. Once you have received your PIN, the only additional information you will need is your social security number. You can then access the website and view your payroll, leave, travel, health and life insurance, savings bond, W-2 Wage and Tax Statement, and other personal information. Another feature of EPP is the Employee Self-Service option that allows you to change your residence address, federal and state tax withholdings, financial allotments, and direct deposit information, and even links you to the Thrift Savings Plan (TSP) homepage so that you can view your TSP account.

Through EPP, the Natural Resources Conservation Service (NRCS) continues the effort to streamline processes and reduce paperwork by subscribing to the fully automated and paperless system of EPP. EPP gives employees direct control over the same key payroll and personnel information which was previously provided through Employee Express. Effective January 2, 2001, NRCS required all employees to process certain personnel/payroll actions using Employee Express exclusively. These same actions can now be processed through EPP. For a demonstration of EPP, link to [https://www.nrc.usda.gov/epp\\_demo/index2.asp](https://www.nrc.usda.gov/epp_demo/index2.asp).

Contact Gloria Larson, Human Resources Specialist, or Mary Lou Werner, Human Resources Manager, if you have questions.

WILLIAM HUNT  
State Conservationist

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